92-05475/

ANNUAL REPORT

for the fiscal year ending March 31, 1990

Civil Service Commission

To His Honour

The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor of Nova Scotia

May It Please Your Honour:

I have the honour to submit herewith the report of the Nova Scotia Civil Service Commission for the year ending March 31, 1990.

I have the honour to be Sir,

Your obedient servant,

Greg Kerr

Greg Kerr
Minister in Charge of Administration
of the Civil Service Act

The Honourable Greg Kerr
Minister in Charge of Administration
of the Civil Service Act
Province of Nova Scotia

Sir:

I have the honour to present the annual report of the Civil Service Commission for the year ending March 31, 1990.

Respectfully submitted,

D. T. Tobin

D.T. Tobin, C.A.
Deputy Minister

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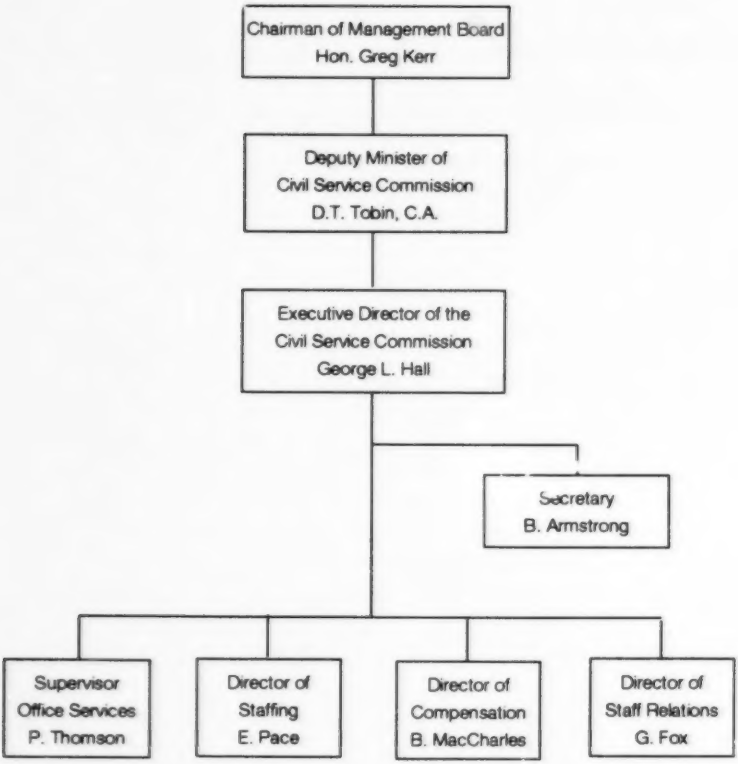
ORGANIZATIONAL CHART CIVIL SERVICE COMMISSION



STAFFING DIVISION

The Staffing Division is responsible for the administration of the Civil Service Commission's Staffing, Affirmative Action, Co-operative Education, and Human Resources Development programs. Primary activities include the provision of recruitment and selection services to government departments, the provision of employment and information services to the public, the provision of transfer services to current employees, the promotion of affirmative action initiatives within the Civil Service, the placement of co-operative education students, and the provision of staff training and development.

DEPARTMENTAL STAFFING

Staffing Objectives

Through delivery of its Departmental Staffing Program, the division strives to ensure that appointments to the Nova Scotia Civil Service are made in accordance with the principles of merit and equal opportunity. In keeping with this philosophy, the goal of the program is to equip Civil Service managers with the skills, resources, and information necessary to make competent, defensible staffing decisions, while recognizing the value of employee mobility in achieving optimum staff performance, the right of any citizen to have reasonable access to Civil Service employment competitions, and the concepts of fairness, reasonableness, and economy in exercising staffing authority.

Recruitment and Selection

A total of 1,067 full-time Civil Service appointments were conducted during fiscal year 1989–90. The 45,274 applications lodged by the job-seeking public and current staff (as compared with the 34,000 applications last year) clearly demonstrate the growing appeal of Civil Service employment for Nova Scotians. Most occupational categories (including clerical, professional, health services, technical, and trades-related fields) generated considerable interest. However, certain positions in the health-care area, such as physiotherapy, occupational therapy, pharmacy, and a variety of nursing specialties, continue to present recruitment difficulties. Fifty-seven competitions required external advertisement (e.g., newspaper or journal) to attract qualified candidates.

Appointment and Employee Transfer

A total of 1,291 appointments were effected during fiscal year 1989–90.

Complaint Investigation

Twenty staffing-related grievances were lodged by unionized employees this year, in addition to a variety of complaints issued by other applicants. Staff, increasingly, devote considerable time to complaint investigation.

Information Services

In an effort to meet the public demand for employment information, staff conducted 213 general interviews with applicants, met 36,625 visitors, and responded to 37,510 phone calls, representing a substantial increase in activity over previous years.

Special Placement Activity

A concentrated effort to re-employ staff affected by layoff and long-term disability continues.

Training and Consulting Services

Staff participated on 26 interview panels throughout the year to assist government departments in the selection process, and delivered 10 training events to managers and others involved in staffing activities, in addition to providing day-to-day consulting services to client departments. In view of the overall increase in program activity, it is hoped that managers responsible for staff selection, with proper training, may reduce their reliance on division staff for on-site participation on selection boards.

Administrative Systems

A pilot project, designed to evaluate the feasibility of full implementation of our automated Applicant Tracking System, has been launched and is near completion. If results are positive, the Applicant Tracking component of our larger Human Resource Management system should substantially enhance our ability to generate written communication with applicants, compile statistical data, and conduct automated skills searches. The latter would offer greatly improved capabilities in casual staff recruitment, a service to departments which the division has hitherto been unable to provide effectively due to limited resources.

AFFIRMATIVE ACTION

The Government of Nova Scotia, through the Civil Service Commission, administers the Affirmative Action Program, which is committed to a series of positive measures to ensure equality of opportunity in employment for Native persons, members of visible minorities, persons with mental or physical disabilities, and women.

The objective of the Affirmative Action Program is to improve the representation of women in non-traditional occupations and that of Native persons, visible minorities, and persons with disabilities in all occupations and at all levels of the Nova Scotia Civil Service, by ensuring that qualified individuals are considered on an equal basis for employment and promotion opportunities.

During the past year, the Affirmative Action staff networked with departments on a continuing basis to help persons in the target group enter the Civil Service.

An information session, designed to heighten awareness of the Affirmative Action Program, was presented to the senior managers of eight government departments between January and March of 1990. This session will be presented to the senior managers of the remaining departments throughout the coming year.

A study of Affirmative Action/Employment Equity Programs in other provincial jurisdictions, the federal government, and private industry was undertaken, and a report prepared outlining the results of this study and making recommendations to update and improve the Province's Affirmative Action Program.

Assistance was provided to a number of outside organizations searching for qualified candidates for employment in the private sector.

Program Activities

- providing career information/counselling to persons in the target groups concerning available positions in the Nova Scotia Civil Service and the employment application process;

- recruiting qualified target group applicants to compete for Civil Service positions;

- providing individual employment counselling to target group applicants and employees;
- making presentations to community organizations, and conducting workshops on employment opportunities and job search techniques;
- reviewing employment policies and monitoring competitions to ensure equal opportunity for all applicants;
- networking with government departments, educational institutions, and community and volunteer organizations representing the designated target group persons;
- providing career development information for target group employees;
- maintaining up-to-date statistical data related to affirmative action policies;
- assisting departments in filling temporary, casual, and summer vacancies, as well as permanent positions;
- conducting interviews with target group applicants;
- soliciting applications from affirmative action students to be considered for summer employment opportunities with government departments; and
- assisting outside organizations searching for qualified candidates for employment in the private sector.

Training and Employment Initiatives Program for Persons with Disabilities

In February of 1990, Phase III of the Training and Employment Program for Persons with Disabilities was initiated. Sixteen persons with disabilities have been assigned to government departments for a six-month work placement. Concerted efforts will be ongoing to obtain either probationary or casual employment for these participants.

PAY PLAN DISTRIBUTION (BLACKS, DISABLED, NATIVES) 1989–90

Pay Plan	Blacks	Disabled	Natives
Administrative Support (AS)	6	4	—
Clerical (CL)	81	46	5
Education (EDC)	2	3	1
Health Services "A" (HSA)	25	1	—
Health Services "B" (HSB)	8	1	—
Health Services (Nursing) (HSN)	9	—	1
Management Compensation (MCP)	14	12	1
Maintenance (MOS)	13	5	—
Professional (PR)	31	10	2
Services & Related (SE)	36	10	1
Technical (TE)	32	12	4
TOTAL	**257**	**104**	**15**

CIVIL SERVICE REPRESENTATION (BLACKS, DISABLED, NATIVES) 1989–90

Year	Blacks	Disabled	Natives
1986	202	52	7
1987	208	54	7
1988	215	75	8
1989	224	89	11
1990	257	104	15

SALARY DISTRIBUTION BY SEX
MARCH 1990

	Number		Percentage	
	Male	Female	Male	Female
Below $25,000	856	3,777	18	82
$25,001–$30,000	596	1,157	34	66
$30,001–$35,000	885	1,221	42	58
$35,001–$40,000	826	331	71	29
$40,001–$45,000	431	194	69	31
$45,001–$50,000	388	133	74	26
Over $50,000	875	175	83	17

CIVIL SERVICE SEPARATIONS, 1990

Blacks	Disabled	Natives	Total
11	2	2	15

CASUAL SEPARATIONS, 1990

Blacks	Disabled	Natives	Total
47	35	4	86

AFFIRMATIVE ACTION CIVIL SERVICE APPOINTMENTS

Blacks	Disabled	Natives	Total
40	13	5	58

CIVIL SERVANTS IDENTIFIED BY DEPARTMENTS

Blacks	Disabled	Natives	Total
1	4	1	6

The Civil Service appointments listed above included newly-disabled Civil Servants and other target group persons who had previously not been identified.

AFFIRMATIVE ACTION—CASUAL AND SUMMER APPOINTMENTS

Blacks	Disabled	Natives	Total
63	30	11	104

A total of 162 affirmative action appointments (probationary and casual) were made during the year.

COMMUNITY WORKSHOPS/CAREER INFORMATION PRESENTATIONS

Society of Deaf and Hard of Hearing Nova Scotians	5
Board of Trade Youth Project	4
Saint Mary's University Innovations Project	2
Truro Outreach	2
Classes—Adult Vocational Training Campus	2
Class—Jet Pro Academy	1
Bridgewater Outreach	2
League for Equal Opportunities	1
Black Learning Centre	10
Knocking Down Employment Barriers Workshop	1
Adult Service Centre	1
Class—City of Halifax	2
TOTAL	**33**

HUMAN RESOURCES DEVELOPMENT

Overview

The overall volume of program delivery increased substantially in 1989–90, with a 28 per cent increase in the total number of training events from 1988–89, a 21 per cent increase in days of training provided, and a 38 per cent increase in number of participants in training.

	1988–89	1989–90	% Change
Number of Training Events	185	237	+28
Number of Training Days	342.5	413	+21
Number of Participants	2,377	3,290	+38

The greatest increase in program output occurred in the department-based training program.

Management and Supervisory Development Programs

Total enrolment in the Management and Supervisory Development Programs during 1989–90 was consistent with the previous year. However, the number of days of training delivered through these programs increased by 15 per cent.

Ongoing evaluation of both programs has resulted in a number of changes in course content during the past year to increase relevance to the participants' learning needs. The new courses (Teambuilding, Stress Management, and Strategic Presentation Skills) were well accepted and are to become permanent program modules.

Service-wide Training Program

One hundred and twenty-three service-wide training events were delivered (an increase of 7 per cent from 1988–89).

New training courses offered during the past year include: Occupational Health and Safety Seminars, Professional Development for Clerical Staff, Writing Reports & Proposals, and Non-violent Crisis Intervention Techniques.

Decentralization of Training

The establishment of a network of regional training advisory committees throughout the Province has enabled the Human Resources Development Section to decentralize program delivery and thereby meet departments' training needs more economically. The number of training events conducted outside the Halifax Metro area during 1989–90 more than doubled over the previous year.

Senior Management Development

During the past year, under the guidance of the Management Development Advisory Committee, a survey of senior managers in the Nova Scotia government was completed. The results have provided a detailed picture of the demographics, career patterns, and development needs of senior managers, which will serve as the basis for a development program scheduled to commence in late 1990.

Department-based Training

The number of department-based training events increased by 173 per cent from 22 training sessions involving 473 participants in 1988–89 to 60 sessions involving 1,512 participants in 1989–90.

The courses most frequently requested by departments for in-house training were: Communication Skills, Stress Management, and Performance Management.

Educational Leave Program

The Human Resources Development Section administers the Educational Leave Policy, which is designed to enable departments to meet requirements for those skills which can be most effectively and economically acquired by means of educational leave.

Sixty-three applications for educational leave were approved during 1989–90, representing an increase of 75 per cent over 1988–89.

Slightly more than half of the total educational leaves (56 per cent) were granted for the purpose of professional development of Health Services Staff through in-service training programs conducted by the Victoria General and the Nova Scotia Hospitals.

Eduational leave may be granted with full salary, with partial salary, or without salary, depending upon the degree to which the training is

considered essential to the department's operations. The distribution of educational leave, by department and percentage of salary, is indicated below.

EDUCATIONAL LEAVES
APRIL 1, 1989—MARCH 31, 1990

	Percentage of Salary			
Department	**100%**	**50%**	**0%**	**Total**
Agriculture & Marketing		2		2
Community Services		1		1
Education			1	1
Fisheries			1	1
Health & Fitness			4	4
Lands & Forests		1	2	3
Nova Scotia Hospital	6		2	8
Status of Women			1	1
Transportation	1			1
Victoria General Hospital	29	2	10	41
TOTAL	**36 (57%)**	**6 (10%)**	**21 (33%)**	**63 (100%)**

APRIL 1, 1989—MARCH 31, 1990

DISTRIBUTION OF PARTICIPANTS IN HUMAN RESOURCES DEVELOPMENT PROGRAMS BY DEPARTMENT

Department/Agency	Service-wide Training		Management/ Supervisory Development Programs		Department-based Training		Educational Leave		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%
Advanced Education and Job Training	135	8.4	12	6.6	14	.9	—	—	161	4.8
Agriculture and Marketing	20	1.3	5	2.7	136	9.0	2	3.2	163	4.9
Attorney General	40	2.6	9	4.9	41	2.7	—	—	90	2.7
Art Gallery of Nova Scotia	—	—	—	—	25	1.7	—	—	25	.7
Auditor General	23	1.4	—	—	—	—	—	—	23	.7
Cabinet Secretariat	—	—	1	1.1	—	—	—	—	1	—
Civil Service Commission	19	1.2	3	1.6	11	.7	—	—	33	1.0
Commission on AIDS	1	.1	—	—	—	—	—	—	1	—
Community Services	68	4.3	17	9.3	166	11.0	1	1.6	252	7.5
Consumer Affairs	43	2.7	2	1.1	106	7.0	—	—	151	4.5
Drug Dependency	13	.8	6	3.3	10	.7	—	—	29	.9
Education	41	2.6	10	5.5	275	18.2	1	1.6	327	9.7
Emergency Measures Organization	3	.2	2	1.1	5	.3	—	—	10	.3
Environment	17	1.1	7	3.8	—	—	—	—	24	.7
Finance	73	4.6	14	7.7	26	1.7	—	—	113	3.4
Fisheries	9	.6	3	1.6	9	.6	1	1.6	22	.7
Government Services	53	3.3	8	4.4	46	3.0	—	—	107	3.2
Health and Fitness	79	4.9	10	5.5	12	.8	4	6.3	105	3.1
Housing	37	2.3	3	1.6	152	10.1	—	—	192	5.7
Human Rights Commission	6	.4	—	—	11	.7	—	—	17	.5

Department/Agency	Service-wide Training No.	%	Management/ Supervisory Development Programs No.	%	Department-based Training No.	%	Educational Leave No.	%	Total No.	%
Industry, Trade and Technology	26	1.6	1	.5	15	1.0	—	—	42	1.3
Information Service	24	1.5	2	1.1	—	—	—	—	26	.8
Labour	19	1.2	—	—	—	—	—	—	19	.6
Lands & Forests	220	13.8	17	9.3	—	—	3	4.7	240	7.2
Liquor Commission	5	.3	—	—	—	—	—	—	5	.1
Management Board	9	.5	1	.5	—	—	—	—	10	.3
Mines & Energy	32	2.0	14	7.7	16	1.1	—	—	62	1.8
Municipal Affairs	54	3.4	3	1.6	39	2.6	—	—	96	2.9
Nova Scotia Hospital	6	.4	—	—	—	—	8	12.7	14	.4
Office of the Premier	5	.3	—	—	—	—	—	—	5	.1
Office of the Speaker	—	—	—	—	—	—	—	—	—	—
Ombudsman's Office	—	—	—	—	—	—	—	—	—	—
Protocol Office	—	—	2	1.1	—	—	—	—	2	—
Public Archives	4	.2	—	—	22	1.5	—	—	26	.8
Public Utilities Board of Commissioners	12	.7	—	—	—	—	—	—	12	.4
Purchasing Agency	1	.1	—	—	—	—	—	—	1	—
Research Foundation Corp.	8	.5	—	—	26	1.7	—	—	34	1.0
Small Business Development	10	.6	6	3.3	17	1.1	—	—	33	1.0
Solicitor General	44	2.7	8	4.4	26	1.7	—	—	78	2.3
Sport &Recreation Commission	6	.3	1	.5	4	.3	—	—	11	.3
Status of Women	6	.3	—	—	—	—	1	1.6	7	.2
Tourism & Culture	35	2.2	6	3.3	—	—	—	—	41	1.2

Department/Agency	Service-wide Training No.	%	Management/ Supervisory Development Programs No.	%	Department-based Training No.	%	Educational Leave No.	%	Total No.	%
Transportation and Communication	242	15.1	9	4.9	224	14.8	1	1.6	476	14.2
Victoria General Hospital	61	3.8	—	—	78	5.1	41	65.1	180	5.4
Workers' Compensation	12	.7	—	—	—	—	—	—	12	.4
Total	**1521**	**95.0**	**182**	**100.0**	**1512**	**100.0**	**63**	**100.0**	**3278**	**98.0**
Non-Civil Service	**78**	**5.0**	**—**	**—**	**—**	**—**	**—**	**—**	**78**	**2.0**
Grand Total	**1599**	**100.0**	**182**	**100.0**	**1512**	**100.0**	**63**	**100.0**	**3356**	**100.0**

CO-OPERATIVE EDUCATION EMPLOYMENT PROGRAM

The Civil Service Commission's Co-operative Education Program was initiated in January 1981 to assist Nova Scotia government departments and agencies in providing career-related work experience opportunities for students enrolled in the co-operative education programs established by Nova Scotia universities.

The unique feature of the co-operative education model is that students spend alternate semesters in the classroom and in the workplace, thereby acquiring both academic and practical training. By the time the students graduate, they have already accumulated considerable practical experience and are therefore of greater value to prospective employers.

The co-operative education model also creates linkages between the universities and business and industry, resulting in an educational system that is more attuned to and better able to satisfy current labour market needs.

Program Utilization

During 1989-90, a total of 26 co-op positions of four months' duration were created in 23 Nova Scotia government departments and agencies.

The students employed represented five Nova Scotia universities—Mount Saint Vincent, Dalhousie, Acadia, Saint Mary's, and University College of Cape Breton. The co-op students in greatest demand by government departments were those enrolled in computer science, business administration, paralegal technology, public relations, data processing technology, and public administration.

Program Effectiveness

Ongoing program evaluation indicates that the program is continuing to achieve its dual objective of enabling departments to meet short-term requirements for specialized skills, and of providing students with career-related work experience opportunities.

COMPENSATION DIVISION

Management Compensation

An overall salary policy adjustment, effective January 1, 1989, was provided for employees classified under the Management Compensation Plan (MCP). This adjustment provided an across-the-board increase of 5 per cent for this group of approximately 1,400 non-bargaining professionals distributed throughout the various departments and agencies of government.

Maintenance of the internal equity, as provided through the job evaluation process for positions in the Management Compensation Plan, continues to be ensured by the ongoing utilization of committees of senior management people from all government departments. The Deputy Ministers' Maintenance Committee continues to conduct the evaluation of benchmark positions, as well as to consider the impact of major organizational reviews. There are also three sub-committees consisting of senior and middle management staff, which are charged with the responsibility of evaluating positions not designated as benchmarks.

Overall this year, 34 new positions were established, 28 existing positions were upgraded, 6 positions were downgraded, 11 positions were deleted, and 7 positions were reviewed with no resulting change in classification or pay level.

The Commission would like to acknowledge the co-operation of the department representatives who participate with us in this process, one which is so important to the maintenance of the internal integrity of the system.

Position Evaluation—Bargaining Unit and Other Non-MCP Positions

During the year, the division carried out regular classification activities at the request of departmental management. During 1989–90, 99 new positions were established, 389 existing positions were upgraded, and 5 positions were reviewed with no resulting change in the classification or pay level.

Bargaining unit employees have available to them a classification

appeal system, as provided for in the various collective agreements. Under this process an employee is entitled to request that the Civil Service Commission conduct a classification review of his/her position responsibilities. If the employee does not accept the findings of the Commission, he/she can appeal to an independent Classification Appeal Tribunal. This tribunal consists of a Nova Scotia Government Employees Union nominee, a government nominee, and a jointly-agreed-to chairperson.

During this year the Commission had to consider 41 classification appeals. Of these 36 were resolved without going to the Tribunal, 5 went to the Tribunal. Of those heard by the Tribunal the employees were successful in 1 case.

Pay Equity

The Joint Union-Management Pay Equity Committee identified 188 classifications that met the criteria for male- and female-dominated classes in accordance with the Pay Equity Act.

The Committee developed a communication strategy which resulted in 58 general briefing sessions being held at various locations around the province. These sessions were open to all employees covered by Phase I of the legislation. They were followed up with more specific briefings for those who were selected to complete a job document to represent one of the 188 classifications.

The Committee was successful in its efforts to evaluate all of the 188 classifications, and these evaluations then became the basis of comparison between the value of work performed by employees in female-dominated classes, and the value of work performed by employees in male-dominated classes.

The Committee's next task, which will be completed over the next few months, is to identify the level of sex discrimination in the wage-setting process, and to determine the pay equity adjustments which are required for each of the 73 female-dominated classes.

Compensation Research

The Compensation Division maintains an active program of compensation research to support the Civil Service Commission's collective bargaining, management compensation, and classification

functions. As the central compensation authority for the provincial government, we continue to be called on by a number of private and public organizations for information on the salary levels and benefits available to civil servants. In addition, because of the size and diversity of the civil service and the expertise we employ in the area of compensation, we are often requested to provide advice and assistance to other government and quasi-government institutions, and to agencies that are not part of the regular civil service.

Committees

The staff of the Compensation Division participated in the following committees:

- the Joint Salary Committee of the Department of Health & Fitness and the Nova Scotia Association of Health Organizations;
- various collective bargaining committees;
- committees charged with the responsibility of evaluating and classifying all positions under the management compensation system; and
- the Joint Union-Management Pay Equity Committee.

Staff Training and Development

The staff of the Compensation Division participated in various training programs, gaining skills which enabled them to provide a wide range of services to various government departments.

These courses varied in length and subject matter, and approval to participate in them was based on the division's desire to maximize the benefits of training with a limited training budget.

TABLE I
POSITIONS REVIEWED BY PAY PLAN
1989–1990

Pay Plan	Established	Higher	Lower	Delete	Title Change	No Change
CL	38	112				
AS	4	15				
DPP						
EDC	1	1				
HSA	2					
HSB		5				
HSN	2	5				
LS						
MOS	3	13				
MS						
PA						
PR	16	133			4	1
SE		13				
TE	13	91				
MCP	34	48	6	11	6	1
TOTAL	**113**	**436**	**6**	**11**	**10**	**2**

TABLE II
SUMMARY OF PERIODIC PAY REVIEWS
FOR NON-BARGAINING CLASSES

Employee Group	Effective Date	No. of Employees	% Increase	Approximate Cost (Annual)
Administrative Support (AS)	17/12/89	362	5	$441,785
Management Compensation Plan (MCP)	01/01/90	1473	5	$3,500,000
Medical Services (MS)	25/03/90	29	5	$115,433
Pathologists & Specialists (PS)	25/03/90	2	5	$10,202
Laboratory Services (LS)	25/03/90	3	5	$11,077
Dental Services (DPP)	25/03/90	1	5	$3,137

TABLE III
CIVIL SERVICE EMPLOYEES
BY STATUS AND BY DEPARTMENT
MARCH 31, 1990

Department	Temp.	Term	Prob./ Perm.	Div. Total	Dept. Total
Advanced Education & Job Training	—	32	495	527	527
Agriculture & Marketing	—	8	449	457	457
Attorney General	—	3	470	473	473
Consumer Affairs	—	1	93	94	94
Community Services	—	2	938	940	940
Education	—	1	348	349	349
Environment	—	—	139	139	139
Finance	—	2	375	377	377
Fisheries	—	1	86	87	87
Funds for Economic Investment	—	3	—	3	3
Government Services	—	6	374	380	380
Health & Fitness	1	12	597	610	610
Commission on Drug Dependency	—	3	216	219	219
Victoria General Hospital	52	91	2,958	3,101	3,101
Nova Scotia Hospital	—	32	784	816	816
Housing	—	5	160	165	165
Industry, Trade & Tech.	—	—	104	104	104
Labour	—	—	123	123	123
Lands & Forests	—	10	649	659	659
Mines & Energy	—	—	151	151	151

Department	Temp.	Term	Prob./ Perm.	Div. Total	Dept. Total
Municipal Affairs	—	5	263	268	268
Public Service	—	—	—	—	383
Legislative Expenses	—	—	2	2	
Executive Council Office	—	—	5	5	
Civil Service Commission	—	—	52	52	
Management Board	—	—	19	19	
Office of the Premier	—	—	5	5	
Emergency Measures Organ.	—	2	10	12	
Government House Admin.	—	—	8	8	
Protocol Office	—	—	5	5	
Office of the Auditor General	—	6	26	32	
Education Fund for Black Students	—	—	1	1	
Purchasing Agency	—	—	23	23	
Human Rights Commission	—	2	22	24	
Ombudsman's Office	—	—	3	3	
Expropriation Compensation Board	—	—	1	1	
Office of the Legislative Council	—	—	6	6	
Office of the Speaker	—	—	19	19	
Advisory Council on the Status of Women	—	—	10	10	
Motor Carrier Act Admin.	—	—	33	33	
Election Expenses	—	—	1	1	
Salvage Yards Licensing Act Admin.	—	—	9	9	
Cabinet Secretariat	—	—	5	5	
Gasoline and Fuel Oil Licensing Act	—	—	6	6	
Ministers' Salaries & Expenses	—	—	1	1	
Horse Racing Commission	—	—	1	1	
Women's Directorate	—	—	4	4	
NS Information Services	—	—	21	21	

Department	Temp.	Term Perm.	Prob./ Total	Div. Total	Dept.
NS Art Gallery	—	—	15	15	
NS Lottery Commission	—	—	6	6	
NS Sport & Recreation Commission	—	—	40	40	
NS Municipal Board	—	—	2	2	
NS Police Commission	—	—	6	6	
Commission on AIDS	—	2	—	2	
Pay Equity Commission	—	—	4	4	
Solicitor General	—	1	247	248	248
Small Business Development	—	1	108	109	109
Tourism & Culture	—	—	115	115	115
Transportation & Communications	—	19	974	993	993
Workers' Compensation Appeal Board	—	—	2	2	2
TOTAL	**53**	**250**	**11,589**	**11,892**	**11,892**

TABLE IV
CHANGES TO CIVIL SERVICE
MARCH 31, 1990

Fiscal Year	Appointments	Separations	# of Civil Servants Mar. 31/89	Increase / Decrease over 1988	% of Increase/ Decrease
1961–1962	1,246	1,102	4,373	—	—
1962–1963	852	982	4,243	130	-2.9
1963–1964	1,142	946	4,439	+196	4.6
1964–1965	1,237	1,007	4,669	+230	5.2
1965–1966	1,647	1,218	5,098	+429	9.2
1966–1967	1,684	1,038	5,744	+646	12.7
1967–1968	1,978	1,326	6,396	+652	11.4
1968–1969	1,811	1,359	6,848	+452	7.1
1969–1970	1,889	1,422	7,315	+467	6.8
1970–1971	1,620	1,351	7,584	+269	3.7
1971–1972	1,406	1,277	7,713	+129	1.7
1972–1973	1,609	1,395	7,927	+214	2.8
1973–1974	2,060	1,589	8,400	+473	6.0
1974–1975	2,243	1,833	8,808	+408	4.9
1975–1976	2,756	2,447	9,106	+298	3.4
1976–1977	1,799	1,818	9,087	–19	-.2
1977–1978	1,888	1,840	9,135	+58	.6
1978–1979	1,872	1,586	9,421	+286	3.1
1979–1980	1,589	1,506	9,504	83	.9
1980–1981	1,492	1,470	9,526	+26	.3
1981–1982	1,729	1,492	9,763	+237	2.4
1982–1983	763	879	9,648	–115	-1.2
1983-1984	1,147	763	10,032	+384	3.9
1984–1985	942	848	10,126	+94	.9
1985–1986	861	798	10,189	+63	0.62
1986–1987	854	920	10,123	–66	0.65
1987–1988	1,071 *	726	10,468	+345	3.4
1988–1989	1,716	744	11,440 **	+972	9.3
1989–1990	1,291	839	11 ,892	+452	4.0

* This count was adjusted to reflect retroactive changes made since our last report.

** Included in this figure are approximately 643 part-time employees. Prior to January 1988, these employees were not eligible to be appointed to the Civil Service, and hence have not historically been included in this employee count. These 643 part-time employees work an average of 60 per cent of full-time hours, which converts to 386 F.T.E.s. Although they represent an increase to these figures, they do not actually represent an increase in employee population, since a large number were previously on staff, but not designated as civil servants.

STAFF RELATIONS DIVISION

The role of the Staff Relations Division is to provide a comprehensive labour relations service to the Government of Nova Scotia.

One of the major responsibilities of the division is to negotiate fourteen collective agreements with five unions representing employees of the government and several of its agencies. The following is a breakdown of the employees to whom the agreements apply:

- 9,000 civil servants represented by the Nova Scotia Government Employees' Union (included in nine bargaining units, each with its own collective agreement);
- 10,600 teachers represented by the Nova Scotia Teachers' Union;
- 400 Community College Teachers represented by the Nova Scotia Teachers' Union;
- 3,000 hourly-rated employees of the Department of Transportation represented by a local of the Canadian Union of Public Employees; and
- 400 Corrections Officers represented by the Police Association of Nova Scotia.

Through representation on a joint labour relations committee with the Nova Scotia Association of Health Organizations, the division becomes involved in the determination of parameters controlling the negotiation of terms and conditions of employment for 13,400 nursing, para-professional, and support staff employed in the province's 52 hospitals and several homes for special care.

Through direct bargaining with unions representing 23,400 employees, and close involvement in setting the bargaining guidelines for a further 13,400 employees, the bargaining activities of the division have an impact on an annual wage bill of approximately 1.3 billion dollars.

When not involved in collective bargaining, the four-person professional staff of the division provides an advisory and consultative labour relations service to all departments and agencies of the government. This service includes:

- collective agreement interpretation;

- grievance and adjudication advice and administration;
- discipline co-ordination and advice;
- occupational health and safety co-ordination and advice;
- joint labour-management consultation; and
- labour relations training for managers.

Collective Bargaining

During the past year, eight of the nine Civil Service collective agreements were renewed for a three-year period. The one unresolved agreement covers approximately 400 technicians, medical, x-ray, etc., employed primarily in the Victoria General and Nova Scotia Hospitals.

Except for the collective agreement covering nurses, the following is an abbreviated summary of the major Civil Service collective agreement changes, with the expired benefit, where applicable, in brackets:

Term of Agreement

Three (3) years.

Vacations

Effective January 1, 1990:

- four weeks after seven (9) years service; and
- six weeks after thirty (new) years service.

Effective January 1, 1991:

- six weeks after twenty-five years service.

Maternity Leave

A Supplementary Unemployment Insurance Benefit plan was added, which provides 75 per cent pay for the first 2 weeks of maternity leave and tops up the Unemployement Insurance benefit to 93 per cent of salary for 15 weeks (formerly employees were entitled to 6 months unpaid leave with Unemployment Insurance for 15 weeks).

Prepaid Leave Plan

An employee may defer part of his/her pay for up to six years in order to pay for a one-year leave of absence without pay.

Child Care Facilities

There is provision in all Civil Service agreements for a joint committee to establish a pilot project for a child care centre.

Premium Allowances

Premiums such as standby, shift, and transportation were increased by the same percentage increase as salaries.

Salary Increases

Five per cent in each of the first two years, and the greater of 5 per cent or Halifax average Consumer Price Index (CPI) in the third year.

Note: some bargaining units such as Clerical, Service, Maintenance, and Nursing Assistants opted for a dollars across the board increase equal to 5 per cent of the average expired salary for the bargaining unit in the first two years of their agreements.

Nurses' Salary Increases

- 6.5 per cent March 26, 1989
- 3 per cent December 3, 1989;
- 6 per cent March 25, 1990;
- 3 per cent December 2, 1990; and
- 5 per cent or CPI average (same as other civil servants) March 24, 1991.

Special Unit Pay for Nurses

Effective February 1, 1990:

- $75 ($50) per month.

Effective October 1, 1990:

- $100 per month.

In-charge Pay for Nurses

Effective February 1, 1990:

- $0.50 per hour (new).

Effective March 25, 1990:

- $0.60 per hour.

Teachers' Collective Bargaining

The following changes were negotiated in the Department of Education's collective agreement with the Nova Scotia Teachers' Union:

Term of Agreement

Three (3) year term.

Salaries

Increase all salary levels by 5 per cent in each of the first two years and 5 per cent or average CPI in the third year.

Benefits

Increase all benefits with a stated dollar amount by the same percentage increase as salaries, except for life insurance which remains unchanged.

Committees

Establish new committees to study:

- Integration of disabled students in regular classrooms (committee to be comprised of representatives from the union, Department of Education, and School Boards' Associations);
- School Boards' affirmative action plans;
- Manning of Teachers' Resource Centres; and
- Possible standardization of long service awards (currently sole responsibility of School Boards).

Transportation Workers Bargaining

The Canadian Union of Public Employees ratified a three-year collective agreement, which basically provided the same level of benefit improvements that were accepted by the Civil Service employees, in

addition to wage increases of 5 per cent effective June 1989, 5 per cent, effective June 1990, and a cost of living clause, effective June 1991.

Corrections Officers Bargaining

Negotiations with the Police Association of Nova Scotia are just beginning for the renewal of a first agreement. Bargaining this year will be made more complex because of a need to merge a number of benefit variations that were carry-overs from the earlier bargaining. The first agreement was an amalgam of benefits from 14 previous agreements.

Grievances and Adjudication

The number of grievances filed by the union continues to rise. This year staff in the division were directly involved with 136 grievances, which is a slight rise from the 125 that were reported in the last report. It should be noted that the division does not record grievances that are resolved at the departmental level, even though staff are usually involved in assisting departments in the negotiation of satisfactory settlements.

The division continues to be plagued by the lack of adjudicators mutually acceptable to the union and management. This is a universal problem in both the private and public sectors since there is insufficient call for adjudicators to entice specialists to this field. The small number of acceptable adjudicators has led to long delays in grievance resolution.

Management and Supervisory Training

This part of the division's responsibility continues to develop and expand. This past year four one-day, nine two-day and two five-day labour relations workshops were held. This form of training has been enthusiastically received and is gradually evolving from a multi-department event to more localized in-house presentations.

Occupational Health and Safety

The division acts as the co-ordinator for departmental occupational health and safety committees and provides the employer representatives on the Master Occupational Health and Safety Committee.

OFFICE SERVICES SECTION

Introduction

During the 1989–1990 fiscal year, the Office Services Section has continued to provide personnel and payroll services for the staff of the Civil Service Commission.

In addition to this, the section is responsible for providing administrative services, such as assisting government departments with the proper procedures for implementing pay and personnel transactions, and verifying all Public Service Awards paid by the Province of Nova Scotia to retiring Civil Servants.

The section continues to work closely with the Human Resources Management Project team on the interpretation and releasing of all reports generated by the new system, and provides a strong backup service for the Help Line currently in place for the use of all government departments.

The administrative side of the Office Services Section is directly involved in financial planning, payment of accounts, and budget preparation. It also provides service-wide processing of journal vouchers in the areas of Training, Workers' Compensation, and Long Service Awards.

The Office Services Section also provides a liaison service with the Workers' Compensation Board, and maintains, in accordance with the Records Management Policy, the full operation of a Central Registry System.

Personnel/Payroll

Throughout the past year this section continued to grow, acquiring the knowledge and skills necessary to implement on-line transactions pertaining to the above field.

The Office Services staff have decentralized the Civil Service Commission, so that the keying of transactions is for the most part done directly. Staff key information on behalf of the few departments who have not as yet decentralized.

Providing backup service for the Help Line has become a key function. Staff responsible must attend training sessions, and meetings. They must also be kept informed to the minute of all changes respecting current personnel and payroll matters, and adhere to all deadlines presently in place between the departments, the Civil Service Commission, and the Department of Finance.

This section continues to notify by letter all government employees of matters reflecting any changes in pay or personnel matters in relation to their employment with provincial government. Approximately 9,600 letters came under this category.

Service and General Administration

The section continues to process all payment of accounts and matters related to the Department of Finance on behalf of the Civil Service Commission. All divisions are kept informed of expenditures and commitments within their approved budget subjects.

In addition, the Office Services Section prepares all journal vouchers for all government-wide training invoices, Workers' Compensation, and Long Service Award payments.

The processing of all cheques concerning revenue is also handled by the Office Services staff.

Revenue and Capital Accounts are also closely monitored by staff of this section.

Under general administration, the staff in the Office Services Section are responsible for ensuring the on-going care of office facilities. This is done in co-operation with the Department of Government Services, the building maintenance team, and the newly-formed Occupational Health and Safety Committee.

In keeping with the government's guidelines and policies for the control and movement of all furniture and equipment, the Office Services staff have developed and implemented a role model inventory control system. They have received several favourable comments for their efforts on such a tedious task.

Workers' Compensation

A review of this section's responsibilities for reporting all injuries incurred on duty to the Workers' Compensation Board for all government employees and Order-in-Council appointees showed 1,099 injury reports.

Records Management

The Office Services Section administers and maintains the Central Registry. In keeping with the provisions set forth in the Records Management Guide, the Civil Service Commission's Central Registry is home to 12,377 personnel files and another 4,430 departmental files.

Department and service-wide users of this vital operation generated another 11,600 forms and requests for information. Over 100,000 pieces of filing during the year had to be sorted, coded, and placed. Meanwhile, the staff continued to liaise with all departments in dealing with the transfer of personnel documents, and retired and resigned records. Two hundred and forty-five boxes of information have been transferred to the Provincial Records Centre during the past fiscal year.

Long Service Award Ceremony

The annual Long Service Award Presentation ceremony was held at The Port Royal Room, World Trade and Convention Centre on November 23, 1989. One hundred and thirty-four public servants representing twenty government departments, who had completed 25 years of service with the Province of Nova Scotia were presented with citations and awards by His Honour, the Honourable Lloyd R. Crouse, P.C., Lieutenant-Governor of Nova Scotia, assisted by George Hall, Executive Director of the Civil Service Commission, D.T. Tobin, Deputy Minister of the Civil Service Commission, and James Bacich, Secretary Treasurer of the Nova Scotia Government Employees Union.